

ANNOUNCEMENT NUMBER: 12-018-b

OPEN TO: US Citizen Eligible Family Members

POSITION: CLO (Community Liaison Office Coordinator), FP-6*

OPENING DATE: 24 May, 2012

CLOSING DATE: 7 June, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary)
(Position Grade: FP-06 to be confirmed by Washington)

SECURITY CLEARANCE: This position requires a Top Secret Level Clearance

LENGTH OF HIRE: Permanent

The U.S. Embassy in Luanda is seeking an American Citizen Eligible Family Member for the position of Community Liaison Office Coordinator (CLO) in the Management Office of Embassy Luanda.

BASIC FUNCTION OF POSITION

The CLO Coordinator serves all American employees and family members at post. The primary duties of the CLO include eight areas of responsibility: 1) new family welcome and orientation, 2) education information liaison, 3) crisis management and security assistance, 4) family member employment advice, 5) events planning, 6) guidance and referral, 7) community liaison, and 8) information and resource management advice. The CLO develops and administers program plans and events across the eight areas which are both CLO and client-driven and responsive to specific needs. This position reports to the Management Counselor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222-641-161. Or email HROonline@state.gov

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:** Completion of secondary school is required.

2. **REQUIRED WORK EXPERIENCE:** Minimum 3 years relevant work experience in counseling, social work, teaching, public speaking, customer service, sales, or office management required.
3. **REQUIRED LANGUAGES:** Level IV (Fluent) in English (Speaking/Reading/Writing) is required.
4. **REQUIRED JOB KNOWLEDGE:** General knowledge of office management is required.
5. **OTHER REQUIRED SKILLS/ABILITIES:** Ability to work with minimal supervision and to set priorities is required. Must possess strong editorial and communication skills. Computer skills: Competence in MSOffice software programs such as Outlook, Word and Excel and desktop publishing software or demonstrated ability to quickly master similar software packages is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Administrative Officer
American Embassy Luanda
Attention: Maureen Yates
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Maureen Yates or Olga Campos
Telephone: 222-641-161
FAX: 222-641-232
HROOnline@state.gov

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 7 June, 2012

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Maureen Yates
Human Resources Officer